

Exciting Career Opportunity!

BENEFITS OF WORKING FOR AOC

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

WHERE IS AOC LOCATED?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

Administrative Office of the Courts JOB #2016-028-I13

SENIOR ADMINISTRATIVE ASSISTANT- INFORMATION SERVICES DIVISION

>[Click Here for Further Information](#)<

SALARY: \$40,704 TO \$53,424 per year DOQ

LOCATION: Olympia, Washington

OPENS: May 11, 2016

CLOSES: May 24, 2016

POSITION PROFILE

Serves as the confidential administrative assistant to the Information Services Division (ISD) Director and Associate (ISD) Director and provides varied, complex administrative support with associated decision making responsibility and communicates on behalf of the Director to staff and customers.

This is a senior-level professional job that, with minimal supervision, coordinates the day-to-day administrative support operations of the Division and develops/implements procedures to facilitate effective and timely administrative activities within the Director's area of responsibility. This position must present a professional appearance and demeanor as they represent the Director's Division.

DUTIES AND RESPONSIBILITIES

Manages the Director's calendar and the processing of priority issues affecting the day-to-day operation of the Division; keeps Director informed of significant and important items requiring review or action; tracks and monitors due dates; calls attention to deadlines, and obtains progress reports; appropriately answers and screens the Director's phone calls.

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Serves as a liaison between section managers and the Director in coordinating agency programs, plans and operations; disseminates information to section managers and Division staff including notification of assignments, due date reminders, and requests for progress reports.

Coordinates the Director's meetings including scheduling, facilities, agenda, needed materials, minutes and follow-up.

Writes and prepares correspondence; conducts studies and prepares reports; maintains files and records.

Supervises clerical staff as business needs dictate.

Performs other duties as required.

Knowledge, Skills and Ability

- Ability to maintain confidentiality at the highest organizational levels
- Advanced skills in operating office software
- Professionalism in appearance and demeanor when dealing with clients, staff, and management
- Knowledge of grammar, spelling, clerical procedures, and office procedures
- Accuracy and attention to detail in the delivery of work products
- Communication skills both orally and in writing
- Ability to multi-task and effectively work on multiple projects simultaneously
- Prioritization and effective time management
- Analysis, evaluation, and problem solving
- Sensitivity to critical issues
- Efficiently develop recommendations and options

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Application materials will be screened for the purposes of determining who will be selected for an interview.

QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in business administration, public administration, or closely related field **AND**:

- ◇ Three (3) years of progressively responsible administrative support experience in a professional work environment.
- ◇ Advanced word processing skills.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibilities of Senior Administrative Assistant may be considered in the meeting the qualification baseline.

THE PREFERRED CANDIDATE WILL HAVE

A successful track record of providing executive level administrative support; excellent interpersonal relationship and communications skills; ability to multi-task; and displays a pleasant and professional demeanor to positively influence the working environment.

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- A chronological **resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC **Application for Employment** (found at www.courts.wa.gov/employ).

Failure to submit the required materials listed above may eliminate your application from consideration.

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170